

APPROVED
BOARD OF FUNERAL DIRECTORS AND EMBALMERS
SPECIAL INTERNSHIP COMMITTEE
MEETING MINUTES

The Virginia Board of Funeral Directors and Embalmers Committee met on Friday, March 30, 2010 at the Department of Health Professions, 9960 Mayland Drive, 2nd Floor, Training Room #2, Henrico, Virginia.

BOARD MEMBERS PRESENT:

Billie Watson Hughes, F.S. P Chairperson
Blair Nelsen, F.S.P., Board Member
Randolph Minter, F.S.P. President
W. D. Tharp, F.S.P., Board Member

DHP STAFF PRESENT:

Lisa R. Hahn, Executive Director
Elaine Yeatts, Senior Policy Analyst
Jeanette Meade, Licensing Administrative Assistant

GUESTS PRESENT:

Robert Dean, University of District of Columbia
Joseph F. Walton, Tidewater Community College
Richard Sikon, John Tyler Community College

PUBLIC PRESENT:

Meredyth Partridge, Regulatory Support Services, Inc.

CALLED TO ORDER

Ms. Hughes called the committee meeting to order at 10:00 a.m.

ACCEPTANCE OF INTERNSHIP SUB-COMMITTEE MINUTES

Upon motion by Ms. Hughes and properly seconded by Mr. Nelsen, the Committee voted to accept the minutes of February 19, 2010. The vote passed unanimously.

DISCUSSION OF THE INTERNSHIP PROGRAM WITH THE MORTUARY COLLEGES

The Committee discussed the Internship Program in regards to improving the program and recommended changes in the areas regarding the educational requirements and the development of a supervisor's training course. The Committee met with the above listed mortuary colleges that offer funeral service education programs and discussed how their programs work in conjunction with our internship program.

Mr. Nelsen, suggested the board may want to look into developing a preceptorship registration, which the representatives of the mortuary colleges agreed would aid in the clinical training experience. They suggested a review of the Manual of Accreditation under the American Board of Funeral Service Education in regards to the use of preceptors.

They also agreed that the intern should be enrolled in mortuary college/school at least part-time (a minimum of six (6) credit hours per semester) before the beginning of their second or third year of their internship with the expectation of finishing college/school within the timeframe of the 48 month for the internship program. This will require a regulatory change.

The representatives of the mortuary colleges would like to assist in developing a supervisor training course in collaboration with the Board. Virginia mortuary colleges have offered to provide this training at no cost to the attendees. The supervisors would receive continuing education credit for taking the course and the funeral profession would benefit from having trained supervisors.

Next Steps

The Internship Subcommittee plans to meet with the mortuary colleges/schools to discuss the development of a supervisor's training program and the preceptorship and address the educational component of the internship and the possibility of requiring enrollment in the program at the second or third year of the internship.

ADJOURNMENT

With no further business, the meeting was adjourned at 11:45 a.m.

Billie Watson Hughes, F.S.P., Chair

Lisa R. Hahn, Executive Director

Date

Date